Brainerd, Minnesota
January 7, 2013

Pursuant to due call and notice thereof, the Regular meeting of the Brainerd City Council was called to order at 7:30 P.M. by City Administrator Goble.

Administer Oath of Office

City Administrator Goble administered Oath of Office to the following:

David Pritschet – Alderman, Ward 1
Gary Scheeler – Alderman, Ward 3
Mary Koep – Alderman-at-Large
Chip Borkenhagen, Alderman-at-Large

Upon roll call, the following members were noted present: Pritschet, Bevans, Scheeler, Parks, Borkenhagen, Koep and Cumberland. Mayor Wallin was noted as absent.

The meeting was opened with the Pledge of Allegiance.

Election of President of the Council for 2013 and 2014 – Alderman Cumberland elected as Council President – Approved

City Administrator Goble asked for nominations for Council President for the calendar years of 2013 and 2014.

Alderman Scheeler nominated Alderman Cumberland. There were no other nominations.

MOVED AND SECONDED BY ALDERMEN KOEP AND BEVANS, DULY CARRIED, THAT NOMINATIONS CEASE IN FAVOR OF A UNANIMOUS BALLOT ELECTING ALDERMAN BONNIE CUMBERLAND AS COUNCIL PRESIDENT FOR THE YEARS 2013 AND 2014.

Election of Vice President of the Council for 2013 and 2014 – Alderman Parks elected as Council Vice President – Approved

Alderman Koep nominated Alderman Parks.

Alderman Parks nominated Alderman Bevans.

The City Administrator read the ballots completed by the Council Members.

Based on a majority vote, Alderman Parks was elected as Council Vice President.

Appointment of Council Committees – Council President – Held Over

Council President Cumberland took over the meeting and distributed questionnaires to the Council Members asking where their interests fall in relation to serving on Council Committees, Ad Hoc Committees and Boards as Liaisons.

She also distributed a list of 13 issues that she would like to address in the next year or two and asked Council Members to share with her any lists they have or plan to prepare.

MOVED AND SECONDED BY ALDERMEN PARKS AND PRITSCHET TO ADOPT THE CONSENT CALENDAR, AGENDA AND MINUTES AS PRESENTED.

A. Approval of the Minutes of the Regular Meeting held on December 17, 2012, as distributed – Approved

B. Approval of 2013 Licenses – Recommended by City Administrator Goble – Approved

1. Contractor's Licenses – 1 – New
2. Contractor's Licenses – 28 – Renewals
3. Garbage License – 1 – Renewal
4. Tobacco License – 1 – Renewal (pending department approval)

C. Department Reports – Approved

1. Mayor's report of activities distributed to Council
2. Fire Chief's report of activities distributed to Mayor and Council
3. Park Director's report of activities distributed to Mayor and Council

D. Designation of Brainerd Dispatch as Official Newspaper for Calendar Year 2013 – Required by Charter – Approved

E. Designation of Financial Institutions as Depositories for 2013: Bremer Bank, Wells Fargo, Lakewood Bank, US Bancorp, First National Bank of Deerwood, People's National Bank, Frandsen Bank & Trust, Riverwood Bank, RBC Wealth Management, 4M Money Market, PMA Financial Network, Inc. and Morgan Stanley – Approved

F. Signature Authorization for 2013 Capital Projects for the Brainerd Lakes Regional Airport – Resolution No. 01:13 Adopted

G. Reappointment of City Officials – Pursuant to Charter – Approved

A. City Engineer – Jeffrey M. Hulsether, P.E.
B. City Building Official – Timothy Caughey
C. City Attorney – Thomas A. Fitzpatrick

H. Approval of 2013 Budgeted Transfers – Approved

1. **General Fund to Mayor's Contingency Fund #245 - $2,500**
2. **General Fund to IT Capital Fund #402 - $15,000**

I. Minnesota Lawful Gambling Application for Exempt Permit – Submitted by Brainerd Fire Department Relief Association to Hold a Raffle on December 3, 2013 – Approved

J. **Set Date for Public Hearing to be held on January 22, 2013 at 7:30 P.M. Required for HRA Housing and Rehabilitation Grant Application for SE Brainerd – Approved**

Upon roll call, members Pritschet, Bevans, Scheeler, Parks, Borkenhagen, Cumberland and Koep voted "aye." No member voted "nay." The Chair declared the motion carried and the Consent Calendar adopted.

Approval of Bills – Approved

MOVED AND SECONDED BY ALDERMEN KOEP AND BEVANS TO APPROVE PAYMENT OF THE BILLS AS PRESENTED.

Upon roll call, members Pritschet, Bevans, Scheeler, Parks, Borkenhagen, Cumberland and Koep voted "aye." No member voted "nay." The Chair declared the motion carried.

New Business

Park Department – 2013 Temporary/Seasonal Positions Rates of Pay – Approved

An attachment to the Packet listed the 2013 pay rates for seasonal employees at the Parks and Recreation Department as the same rates as paid in 2012.

MOVED AND SECONDED BY ALDERMEN PARKS AND BORKENHAGEN, DULY CARRIED, TO APPROVE THE SEASONAL PAY RATES FOR THE PARKS DEPARTMENT AS PRESENTED.

Compensation Study – Direct Staff to Draft RFP – Approved

A memo included in the Packet from City Administrator Goble requested Council approval to prepare the Compensation Study RFP and present to the Council for final approval before being sent out.

MOVED AND SECONDED BY ALDERMEN PARKS AND BEVANS, DULY CARRIED, TO AUTHORIZE STAFF TO PREPARE AN RFP FOR A CITY DEPARTMENT-WIDE COMPENSATION STUDY.

Authorize Hiring Process in Street and Sewer Department – Approved

Per a memo from City Engineer Hulsether that was included in the Packet, the adoption of the 2013 levy and budget included additional funds to restore a position within the Street and Sewer Department bringing the total number of department employees up to 7. He recommends that the position be filled with a Maintenance I position.

MOVED AND SECONDED BY ALDERMEN SCHEELER AND PARKS, DULY CARRIED, TO AUTHORIZE THE HIRING OF A "MAINTENANCE I" POSITION IN THE STREET AND SEWER DEPARTMENT AS RECOMMENDED BY CITY ENGINEER HULSETHER AND AS INCLUDED IN THE BUDGET.

Safe Routes to School – City/School Partnership – City to Pledge up to $75,000 to Match the School District's Assessment as part of the $300,000 Grant Application for Safe Routes to School on the Garfield Sidewalk Project as Presented with No Additional Assessments – Approved

Per a memo included in the Packet from City Engineer Hulsether, the maximum grant amount for the Safe Routes to School (SRTS) grant is $300,000; however, there is some credit given in the grant application for leverage of additional funds. Further, staff believes that if the Council would agree to a $75,000 contribution contingent on the school district's participation, the City can leverage the $75,000 from the school district and put together a $450,000 project to request the $300,000 grant for rather than requesting the grant cover 100% of costs.

MOVED AND SECONDED BY ALDERMEN BEVANS AND SCHEELER THAT THE CITY WOULD PLEDGE UP TO $75,000 TO MATCH THE SCHOOL DISTRICT'S ASSESSMENT AS PART OF THE $300,000 GRANT APPLICATION FOR SRTS ON THE GARFIELD SIDEWALK PROJECT AS PRESENTED WITH NO ADDITIONAL ASSESSMENTS.

Alderman Koep stated that the City does not make contributions to private parties to put sidewalks in and the $300,000 grant is not contingent upon the school agreeing to their contribution. She stated that she feels the school should be responsible for the costs on their own just as a private party would be.

Upon roll call, members Bevans, Borkenhagen, Cumberland, Parks, Pritschet and Scheeler voted "aye." Member Koep voted "nay." The Chair declared the motion carried.

Whittier School – Status of – Informational

Alderman Bevans asked that this topic be included on the January 22, 2013 agenda for discussion and information.

Public Forum

No one came forward from the audience.

The Chair stated that she had been emailed from Jackie Froemming from the County extension office reminding the public of the April 6, 2013 Garden Expo which takes place from 8:00 am to 3:30 pm. To download a registration form visit http://www.co.crow-wing.mn.us or call 218-824-1065.

Reports

Mayor's Report

Mayor Wallin was absent.

City Attorney's Report

City Attorney Fitzpatrick thanked the Council for his reappointment and stated that he looked forward to working with the Council in the next two years.

City Administrator's Report

City Administrator Goble stated that there will be BLAEDC Execs presenting strategic long-range planning at the next Council meeting.

City Engineer's Report

City Engineer Hulsether stated that he looks forward to working with the Council and thanked them for his reappointment and that of Building Official Tim Caughey.

City Planner's Report

City Planner Ostgarden stated that, related to food trucks, the Planning Commission will be discussing the issue at their January 9, 2013 meeting. He stated that the main question right now is whether or not the Planning Commission and City Council WANT to have this type of activity in the City.

Fire Chief's Report

Fire Chief Stunek stated that 30 years ago today the Laurel Street Fire Station ribbon cutting had taken place.

Park Director's Report

Park Director Sailer publicly thanked Mr. Bob Rudsensky for his donation of $15,000 to the dog park which is expected to be built in the spring.

Mr. Sailer also stated that he would like to share the subject of an email he received from the 12 and under coach from the Champlin youth baseball team which stated that they were so impressed by coach Dave Jones, "Jonesy" this summer at a tournament in Brainerd that they have invited Jonesy to travel with them all expenses paid to the world championship in Cooperstown, NY and umpire those games. Mr. Jones has umpired for 30 years as of this summer.

Committee Resignations – Accepted with Regret – (Effective 12/31/2012)

MOVED AND SECONED BY ALDERMEN BEVANS AND KOEP, DULY CARRIED, TO ACCEPT, WITH REGRET, THE FOLLOWING COMMITTEE RESIGNATIONS:

A. Charter Commission – Don Crust
B. Planning Commission – Paul Hirst
C. Cynthia Dallaire – Rental Dwelling Board of Appeals
D. Mary Wohl – Rental Dwelling Board of Appeals

Committee Recommendations – Recommended by Mayor Wallin

MOVED AND SECONDED BY ALDERMEN BEVANS AND PARKS, DULY CARRIED, TO APPROVE THE MAYOR RECOMMENDED COMMITTEE APPOINTMENTS A, B, C, D,

AND F AS PRESENTED BELOW AND CARRY ITEM “E” OVER UNTIL THE JANUARY 22, 2013 CITY COUNCIL MEETING.

A. Cable TV Advisory Committee – Reappoint Jeremy Doyle – 3-Year Term to Expire 12/31/2015 – Approved

B. Charter Commission – Reappoint Bill Dian and Wayne Erickson – 4-Year Term to Expire 12/31/2016 – Approved

C. Library Board – New Appointments: Sheila DeChantal (Term to Expire 12/31/2015) and Audrae Gruber (Term to Expire 12/31/2017) – Approved

D. Parks and Recreation Board – Reappoint Tim Boeder – 5 Year Term to Expire 12/31/2017 – Approved

E. Public Utilities Commission – New Appointment: Lucy Nesheim as Lay Person – 5-Year Term to Expire 12/31/2017 – Held Over

F. Rental Dwelling License Board of Appeals – Reappoint Rick Fargo, Todd Barnett and Teresa Hettver – 2-Year Term to Expire 12/31/2014 - Approved

Council Liaison Appointments – Recommended by Mayor Wallin – Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND SCHEELER, DULY CARRIED, TO APPROVE THE MAYOR RECOMMENDED COUNCIL LIAISON APPOINTMENTS AS PRESENTED BELOW:

A. Northland Arboretum – Mayor Wallin – Term Expires 12/31/2014
B. EDA – Council Member Borkenhagen – Term to Expire 12/31/2014
C. Park Board – Council Member Parks – Term to Expire 12/31/2014
D. Transit – Council Members Koep and Parks – Terms to Expire 12/31/2014
E. Senior Center – Council Member Cumberland – Term to Expire 12/31/2014
F. Region 5 – Council Member Dave Pritschet – Term to expire 12/31/2014

Council President Recommended Appointments

Because the Planning Commission meeting is set to occur before the next Council meeting it was suggested that the reappointments as recommended by Council President for that Board be taken care of this evening

MOVED AND SECONDED BY ALDERMEN BEVANS AND SCHEELER, DULY CARRIED, TO REAPPOINT THE FOLLOWING TO THE PLANNING COMMISSION FOR TERMS TO EXPIRE ON 12/31/2015: MS. JAN LAMBERT, MR. RICK COLE AND MR. TAD ERICKSON.

Call for Applicants.

A. Cable TV Advisory Committee – One Term to Expire 12/31/2015
B. Charter Commission – One Term to Expire 12/31/2015
C. Planning Commission – One Term to Expire 12/31/2015
D. Rental Dwelling Board of Appeals:
   One "Tenant Representative Position" – Term Expires 12/31/2014
   One "General Public Representative" – Term Expires 12/31/2014
E. Transportation Committee – Two Terms to Expire 12/31/2014

Adjourn – To Closed Session to Discuss Employee Contract Negotiations – 8:43 P.M.

The Council reconvened into open session at 10:20 P.M.

Adjourn – To LMC Newly Elected Official Training January 11th and 12th in Nisswa

The Chair adjourned the meeting at 10:21 P.M.

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Theresa A. Goble
City Administrator